



Title: Staff Advocate/Investigator (PABRP)

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Work Location: Phoenix, Arizona,

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### **Description**

Position Overview and Responsibilities: - Staff Advocate/Investigator will be assigned to the Arizona Center for Disability Law's (ACDL) Protection and Advocacy for Beneficiaries with a Representative Payee (PABRP) grant funded by the Social Security Administration. PABRP is charged with conducting onsite reviews of agency or individual representative payees of Social Security Beneficiaries. The primary role of the Staff Advocate/Investigator is to conduct site review, home visits, and review financial documents, following specific guidelines and protocols as set forth by the Social Security Administration. The position will require extensive statewide travel.

### **Essential Functions:**

1. Comply with Social Security and ACDL protocols for reviews and work to be conducted as part of project.
2. Conduct site visits to interview representative payees and beneficiaries, review confidential and private records, document observations, and collect evidence and information as necessary.
3. Review worksites, homes and housing facilities of Social Security beneficiaries for possible health and safety violations, and/or instances of abuse, neglect or exploitation.
4. Review and analyze financial records to assess violations or potential incidents of mismanagement of beneficiary funds.
5. Prepare timely and comprehensive reports detailing the investigation, findings and recommendations
6. Conduct community outreach and education.
7. Provide information and assistance to ACDL clients in adherence with agency standards on an ongoing basis.
8. Provide input in the planning and evaluation of the work of the agency as needed.
9. Ability to undertake extensive statewide travel.

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### **Required Skills**

### **Minimum Education and Experience:**

1. Bachelor's degree in social service, law-related discipline or forensic accounting, or equivalent.
2. A minimum of two (2) years previous monitoring and/or investigations experience.
3. Ability to obtain level 5 government clearance by the United States Government Office of Personnel Management is required for this position.
4. Ability to maintain confidentiality and be discreet with highly-sensitive and confidential information.
5. Experience working with or sensitivity to individuals with disabilities.
6. Experience working with or sensitivity to individuals from ethnic or language distinct communities.
7. Strong verbal and written communications skills.
8. Detail oriented and well organized.
9. Demonstrated ability to handle multiple priorities and demands.
10. Ability to work independently with appropriate supervision.
11. High energy, positive attitude, flexibility, and ability to work collaboratively.
12. Proficient computer skills.

**Preferred Qualifications:**

1. Knowledge of federal disability benefit programs (i.e. Social Security Disability Insurance and Supplemental Security Income), housing, employment or wage laws,
2. Experience reviewing financial, disability related benefits, or medical records or other clinical documents.
3. Two years paid work experience investigating allegations of abuse, neglect, or related crimes against persons with disabilities.
4. Knowledge of the health care delivery system (e.g., licensing, hospital administration, long term care) or abuse response system (Adult Protective Services, law enforcement, criminal justice, victim's rights).
5. Experience in the disability rights advocacy or services and/or contacts in the disability community.
6. Fluent in Spanish.

**Disclaimer**

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice.

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ACDL values diversity in the workplace. ACDL is an equal opportunity employer and values diversity, equity, and inclusion. Person with disabilities are encouraged to apply.

**Benefits**

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Salary based on experience

**Kind:** Full Time

**Level:** Professional

**Apply**

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If you need a reasonable accommodation during the application process, please contact Michelle Thomas at [mthomas@acdl@azdisabilitylaw.org](mailto:mthomas@acdl@azdisabilitylaw.org)

Send resume and cover letter to J.J. Rico, Chief Executive Officer, Arizona Center for Disability Law, 177 N. Church Ave, Suite 800, Tucson, AZ 85707, [center@azdisabilitylaw.org](mailto:center@azdisabilitylaw.org)

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